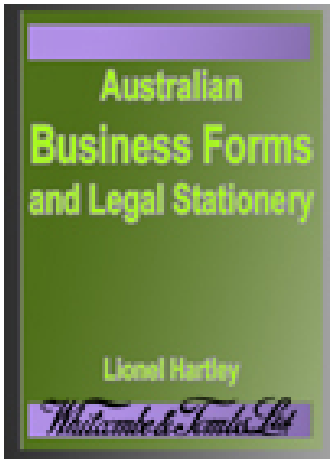
Chapter 26
Blank Stationery

The forms on the following pages may be printed as is and then over-printed with your business name, etc. before photocopying or they may be copied into your word-processing programme using the “select Graphics” tool from the “Tools” menu above.

The quality will depend upon the type of printer used.

Paper size: A4 (210 x 297mm).

An extract from Lionel Hartley's



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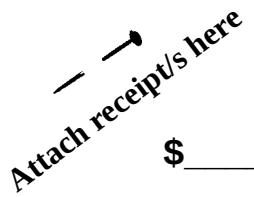

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Cash Book Reference:

Petty Cash Voucher

Your name:

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For purchase of:*

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From:

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Date of purchase:

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Receipt Number:

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Your signature:

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Please note - this voucher can only be redeemed if the original receipt is attached. No exceptions!

*If more space is needed, attach an itemised list.

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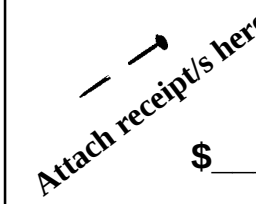

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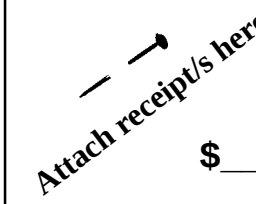

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